#### **EXHIBIT III-DB1**

REPORT NAME:	SCO Reconciliation Report	REPORT NO: CSTARDB1
PURPOSE:	Displays summarized appropriation amounts used in reconciliations.	the monthly SCO/CALSTARS
DESCRIPTION:	This report combines data from the Appropriation an Year. It is used in conjunction with the HB4 Report for accounts with the SCO. It is supported by the D16 R documents that make up the totals that appear on the Report for automated SCO reconciliations.	or reconciling appropriation eport. The D16 Report lists

### REPORT REQUEST OPTIONS:

### Report Period:

FM: CM, PM or PYP: Not Applicable

### Level of Detail:

Index (I)Program (P)Object/Source (O/S)Fund (F)0-No OrganizationNot ApplicableNot Applicable1-Fund1-Section2-Fund Detail

Fund Selection: Blank (all Funds) or any valid Fund, except Fund 0998.

**GLAN Selection:** Used to select a specific Enactment Year,

Blank (all Enactment Years) or any valid 4-digit Enactment Year

Additional Report Selection Options: Not applicable

Destination Options: All available output media

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

Report Period FM: PM or PY

Level of Detail: All options available

Fund Selection: Blank only

#### FINANCIAL ELEMENTS:

**Beginning Balance:** The ending balance from the prior month's DB1. Normal balance is a Debit for Receivables; Credit for Payables.

**Net Monthly Activity:** Activity occurring during the month for the General Ledger (GL) within the Appropriation Account. Balance may be either a Debit or a Credit.

**Ending Balance:** Calculated as the sum of Beginning Balance and Net Monthly Activity. Normal balance is a Debit for Receivables; Credit for Payables.

**Balance for SCO Reconciliation:** Ending Balance with the correct sign required for entry on the SCO/CALSTARS reconciliation forms. Usually the reverse sign of the Ending Balance.

REPORT NAME: SCO Reconciliation Report REPORT NO: CSTARDB1

### **SPECIAL NOTES:**

Data is displayed in one of these GL Type classifications:

Receivables: Document File records with GLs 0001-1999. Payables: Document File records with GLs 3000-6170.

Other: Document File records with GLs 2000-2999 and 6171-9999 and all

Appropriation File records. GL 3010 debit balances will appear with the

description "Reclass Accts Payable/Enc".

The report is organized by SCO Type in the same order as the SCO Agency Reconciliation Report: SCO Type R-Revenues first; then D-Disbursements (Expenditures), F-Reimbursements, F-Federal Funds, T-Operating Transfers and finally, D-Disbursements (Advances).

Document File records are included when they have an Appropriation Symbol, are not in Fund 0998 (ORF), **and** the GL is one of the following: 1190, 1311 through 1314, 1320, 1330, 1400, 1500, 1710, 1730, 1740, 1750, 3010, 3020, 3110, 3210, 3220, 3290, 3310, 6150 or 6170. Document File records in GLs 1400, 1500 and 3020 are not included when they do not have an Appropriation Symbol.

Document File records with a zero balance are excluded from the report.

Document File records with an AS Table Account Type of **CA** are identified as the "Clearing Account."

Document File records with a Source of **4nnnnn**, **58nnnn** or **9nnnnn** do not have Source displayed on the report.

Scheduled Reimbursements includes Appropriation File records with Account Type **90**, or any other Account Type (except **91** or **92**) that contains data in one of the Reimbursement Financial Fields. Miscellaneous Reimbursements have an Account Type of **92** and Unscheduled Reimbursements have an Account Type of **91**.

If the AS Table Account Type is **PR**, the Reference is followed with the FFY from the AS Table.

If the Reference is 980, it is set to 000 for display on the report.

Account Type CA has Program set to 99.

The following Appropriation File financial fields are shown as specific GLs on the report:

GL	AP File Financial Field
6297	Net Cost Allocation
6297	SCO PFA Posted
1110	Unremitted Abatement, Revenue & Reimbursement
1115	Intransit Abatement, Revenue & Reimbursement
6160	Monthly Allocated Encumbrances
6151	Annual Allocated Encumbrances

REPORT NAME: SCO Reconciliation Report REPORT NO: CSTARDB1

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	No
Fund	Level of Detail: F	Yes	No
ENY	None	Yes	No
Reference	None	Yes	No
SCO Type	None	Yes	No
Account Type	None	Yes	No
Program/Category/Source 1/	None	Yes	No
General Ledger Type Number	Not shown on report <sup>2/</sup>	No	No
General Ledger Type	Not shown on report <sup>2/</sup>	No	No
General Ledger	None	No	Yes

- Program/Category/Source records are sorted in the following sequence:
  - 1. Clearing Account (Account Type **CA**)
  - Category
     Program

  - 4. Source Code.
- The following values are assigned for GL Type Number and GL Type based on the GL Number:

GLAN SERIES	No.	TYPE
0001 - 2000	1	Receivables
2999 - 6170	2	Payables
All Others	4	Other

# **DB1 Report SCO Type File Classification**

This table displays the report selection criteria. The DB1 Report uses Source for matching. Document File records with Source **4nnnnn**, **58nnnn** or **9nnnnn** are ignored when matching Appropriation File records because these codes are not posted to the Appropriation File.

SCO Type	DF File Record Selection Criteria	AP File Record Selection Criteria
R - Revenues	<ul> <li>SCO Type "R - Revenue" assigned if Fund is NOT 0888 or 0890 and when:</li> <li>1) GL is 1320, 1330, 1400, 1500 or 3020; Appropriation Symbol is present; AND Source is 400000-579999, 590000-699999.</li> <li>2) GL is 1313 or 1314; AND Appropriation Symbol is present.</li> </ul>	SCO Type "R - Revenue" assigned if Fund is  NOT 0888 or 0890 for:  1) Unremitted Revenue - shown as GL 1110- Unremitted Cash.  2) In-transit Revenue—shown as GL 1115-Cash in Transit.
D - Disbursements (Expenditures)	SCO Type "D - Disbursement (Expenditures)" assigned when:  1) GL is 1311, 3010, 3040, 3110, 3210, 3220, 3290, 3310, 6150 or 6170; AND Appropriation Symbol is present.  2) GL is 1320, 1330, 1400, 1500 or 3020; Appropriation Symbol is present; AND Source is blank, 000000-299999, 580000-589999.  3) GL is 3020 and Appropriation Symbol is NOT present.	sco Type "D - Disbursement (Expenditures)" assigned for:  1) Unremitted Abatements - shown as GL 1110-Unremitted Cash.  2) In-Transit Abatements - shown as GL 1115-Cash in Transit.  3) Sco PFA Posted Less Net Cost Allocation—shown as GL 6297-PFA Outstanding.  4) Displays either Monthly Allocated Encumbrances—shown as GL 6160-Monthly Allocated Encumbrances; OR Annual Allocated Encumbrances - shown as GL 6151-Annual Allocated Encumbrances.
F - Reimbursements	<ul> <li>SCO Type "F - Reimbursements" assigned when:</li> <li>1) GL is 1320, 1330, 1400, 1500 or 3020; Appropriation Symbol is present; AND Source is 9nnnnn.</li> <li>2) GL is 1312 AND Appropriation Symbol is present.</li> </ul>	SCO Type "F - Reimbursements" assigned for:  1) Unremitted Reimbursements - shown as GL 1110-Unremitted Cash.  2) In-Transit Reimbursements - shown as GL 1115-Cash in Transit.
F - Federal Funds	SCO Type "F - Federal Funds" assigned if Fund is 0888 or 0890 and when:  1) GL is 1320, 1330, 1400, 1500 or 3020; Appropriation Symbol is present; AND Source is 400000-579999, 590000-699999.  2) GL is 1313 or 1314; AND Appropriation Symbol is present.	SCO Type "F - Federal Funds" assigned if Fund is 0888 or 0890 for:  1) Unremitted Revenue—shown as GL 1110-Unremitted Cash.  2) In-Transit Revenue—shown as GL 1115-Cash in Transit.
T - Operating Transfers	SCO Type "T - Operating Transfers" assigned when:  1) GL is 1320, 1330, 1400, 1500 or 3020; Appropriation Symbol is present; AND Source is 3nnnnn.  2) GL is 1400, 1500; AND Appropriation Symbol is NOT present.	No matching Appropriation File records.
D - Disbursements (Advances)	SCO Type "D - Disbursement (Advances)" assigned when: GL is 1190, 1710, 1730, 1740 or 1750; AND Appropriation Symbol is present.	No matching Appropriation File records.

REPORT NAME: SCO/CALSTARS Monthly Reconciliation Report REPORT NO: CSTARDB2

### **SPECIAL NOTES (Continued):**

Balances between SCO and CALSTARS in the Budget/Adjust/Advance and Receipt/Disbursements columns may not be equal. This may occur if accounting activity was not posted or was posted incorrectly. Proper corrective action should be taken. However, if a prior year appropriation has an out of balance condition between columns, by offsetting amounts, it is most likely the accruals from the previous year. No corrective action is necessary.

On a revenue account, an Out of Balance condition may represent prior year accruals. Make a notation in the Adjustment to SCO Accounts and record the accrual figures in the proper columns. This is similar to the Report 15, Reverse Prior Year Accrual process and will assist in the preparation of this year-end report.

To determine the accrual figures for both expenditures and revenues, agencies may use the prior year reconciliations, Report 1 adjusted by encumbrances, Report 15 adjusted by encumbrances and Report 3. In Report 1 and Report 15 the encumbrances are adjusted out of the accruals because they do not reduce the appropriation balance brought forward and will be included as current year expenditures.

Report includes 'C' and 'Q' accounts. The accruals displayed for these control accounts are all the accruals of the individual CALSTARS appropriations that roll up to the particular C or Q control account. The amount displayed for the "Balance Per CALSTARS" is the sum of the balances for each of the individual CALSTARS appropriations.

#### **REPORT SORT:**

SCO DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Organization	None	Yes	No
Fund	None	Yes	No
Sub-Fund	None	Yes	No
ENY	None	Yes	No
Reference	None	Yes	No
Category	None	Yes	No
Program	None	Yes	No
Element	None	Yes	No
Component	None	Yes	No
Task	None	Yes	No
Revenue Account	None	Yes	No
Account Type	None	Yes	No
Control Type	None	Yes	No

The SCO Account information is derived from the AS Table. Therefore, if multiple Appropriation Symbols look up the same SCO Account information, multiple lines are displayed in the report heading showing the different CALSTARS records. It does not necessarily result in a separate report page.

If the SCO Account Section on the Report is blank, page breaking occurs on a change in any CALSTARS Account field value, with some exceptions. For the Section and the Fund Detail fields, multiple values cause '\*\*' to be displayed and page breaking does not occur.

									AS O	F 09/	/30/10								
******		*****							****	****								***** PAGE	11
SCO ACCOUNT:	ORG 9990		FUND 0001	SUB-F			REF 001	CAT			PGM 99	ELEM	COMP	TASK	REV-ACCT	D C			
CALSTARS:	ORG 9990		FUND 0001	FD-DI			REF 001	CAT	OBJ	OD	PGM	ELEM	COMP	TASK	SOURCE	AT CA	FFY 2010		
								GL A	CCT			ADJUS ANCE	т	D	RECEIPT/ ISBURSEME			BALANCES	
ACCOUNT BALANC				OLLER'	s or	FICE	RECORD	s:		\$			0.00		4,742	407.38		4,742,407.3	88
ACCOUNTS/REDUCE FROM OT CLAIMS FILE ENCUMBRANCE ALLOCATED ENCLOCATION	EC - AI THER FU ED ES ENCUMBI	BATEME JNDS C	NTS R APPR		'IONS	3		131 140 302 615 616 629	0 0 0 0						5,947 5,947	64.34- 35.00- 3,413.75 3,624.49- 3,624.49-		64.3 35.0 39,413. 5,947,624.4 5,947,624.4 4,781,721.3	00- 75 19 19-
TOTAL AC	CCRUALS	3								\$			0.00		4,742	407.38-		4,742,407.3	88-
SCO ADJUSTED H	BALANCI	3								\$			0.00			0.00		0.0	00
ADJUSTMENT	TO SCO	ACCC	UNTS:					DATE		\$ \$									<u> </u>
SCO FINAL A	ADJUSTI	ED BAI	ANCE							\$ \$ \$									
BALANCE PER CA	ALSTARS	3						DATE		\$			0.00			0.00		0.0	00
ADJUSTMENT	TO CAI	LSTARS	ACCOU	NTS:				CORREC		\$ \$				_			_		_
CALSTARS F	INAL AI	JUSTE	D BALA	NCE						\$ \$ \$									
SIGNATURE OF I	PERSON	PERFO	RMING	RECONC	!ILI#	TION	_	DATE			SIGNAT	URE OF	PERSC	N REVI	EWING REC	ONCILIAT	'ION	DATE	

******	*****	****	*****	*****		SCO/CAL		AS OF	· 09/	30/10				*****	*****	****	***** PAGE	14
SCO ACCOUNT:	ORG 9990		FUND 0001	SUB-FD		REF	CAT 90							REV-ACCT			IAGE	
CALSTARS:	ORG 9990	SEC	FUND 0001	FD-DTL	EY 2010	REF 001	CAT	OBJ	OD	PGM	ELEM	COMP	TASK	SOURCE	AT 90	FFY 2010	APPN-SYM 801	
							GL A	CCT		BUDGET ADV	/ADJUS	T	D	RECEIPT/ ISBURSEME			BALANCES	
ACCOUNT BALAN				OLLER'S	OFFICE	RECORD	s:	\$	\$	13	,410,0	00.00		1,017	,988.10-		12,392,011.90	0
APPLY: CURRE DUE FROM O				OPRIATIO	ns		140	0						391	,009.15-		391,009.1	5-
TOTAL A	CCRUALS	}						\$	\$			0.00		391	,009.15-		391,009.1	5-
SCO ADJUSTED	BALANCE	:					DATE	\$ :	\$	13	,410,0	00.00		1,408	,997.25-		12,001,002.75	5
ADJUSTMENT	TO SCO	ACCO	UNTS:				CORREC	TED	\$									_
								_ :	<u> </u>									_
								_ :	<u> </u>									_
SCO FINAL	ADJUSTE	D BAL	ANCE					\$	\$									_
BALANCE PER C	ALSTARS	;							\$	13	,410,0	00.00		1,114	,569.12-		12,295,430.88	В
ADJUSTMENT	TO CAL	STARS	ACCOU	NTS:			DATE		\$									
									=									
CALSTARS F	TNAT AP	THOTE	יג זגם ח	NCE.				_ ;	<u> </u>									_
CAUSIANS F.	INAL AL	.C 0.5 I E.	DAUA!	NCE				•	<b>-</b>									_
SIGNATURE OF	PERSON	PERFO	RMING I	RECONCIL	IATION		DATE			SIGNAT	URE OF	PERSC	N REVI	EWING REC	ONCILIAT	'ION	DATE	

**NOTE:** The DB3 consists of three parts:

**Fund Level Accruals** 

Appropriation Adjustments and Accruals General Ledger Account Verification

Although these sections are described separately, all three may be produced when the DB3 is requested.

REPORT NAME:	SCO/CALSTARS Auto Year End Report	REPORT NO: CSTARDB3
PURPOSE:	Consolidates year-end accruals and adjustments for lieu of hard copies of Reports 1, 2, 3, 5 and 15.	electronic transmittal to SCO in
DESCRIPTION:	The report gathers accrual and adjustment data from Document, Subsidiary, General Ledger, and FM13 O two SCO Agency Files for the purpose of preparing a of accruals and adjustments to SCO for Government Funds with Fund Source "B"). Records are combined SCO Account Segment data in the Appropriation Syr SCO Account information.	n-line HY Files as well as from year-end electronic transmittal al Cost Funds (including Bond primarily using the CALSTARS
	The report is divided into three sections. Two section Accruals and the Appropriation Adjustments and Accedits that may be used to identify and reconcile out of transmittable. Nine automated year-end transaction of available to post items such as Prepayments to the A (ARF) or Report 3 adjustments. See Volume 7, Chapabout this process.	ruals, will show up to eleven f balance accounts that are non- codes, TC 750 – TC 760, are architecturel Revolving Fund

### REPORT REQUEST OPTIONS:

#### **Report Period:**

FM: PY

**P:** T=Transmittable records; N=Non-transmittable records; Blank=All records.

Level of Detail:

<u>Index (I)</u> <u>Program (P)</u> <u>Object/Source (O/S)</u> <u>Fund (F)</u>
Not Applicable 0-No Appropriation Titles Not Applicable Not Applicable

1-Prints Appropriation Titles on Appn

Adjust & Accruals section

Fund Selection: Blank (all Funds) or any valid Fund

**GLAN Selection:** Used to select a specific enactment year.

Blank (all Enactment Years) or any valid 4-digit Enactment Year.

Additional Report Selection Options: Not applicable

Destination Options: All available output media (ROPES Queue RDD1; Report Class A)

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

Report Period FM: All options available

P: Blank only

Fund Selection: Blank only GLAN Selection: Blank only

REPORT NAME: SCO/CALSTARS Auto Year End Report REPORT NO: CSTARDB3

# **SECTION 1 (Continued):**

# **FUND LEVEL ACCRUALS (Continued):**

### **SPECIAL NOTES:**

The **0** preceding the GL subsidiary for GL 1600 (e.g. GL 1600.01319) is not displayed on the report, but is displayed on the electronic transmittal.

Auto year-end TC's 750 – 760 are not reversed in the new year.

When the DB3 Report is ordered with Enactment Year in the GLAN field, the Fund Level Accruals section is not produced.

SCO DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Organization	None	Yes	No
Section	None	Yes	No
Fund	None	Yes	No
Sub-fund/Fund	None	Yes	No

PRIOR FISCAL Y	EAR: 2010		******	************************* FND(AL  DEPARTMENT OF AIR QUALITY AUTOMATED SCO YEAR-END REP  AS OF 06/30/10	L)* GL(ALL)* Y (9990)	RUN:07/29/10 TIME:10:07
	L ACCRUALS					PAGE 1
*******		*****	******	*******	********	******
SCO ACCOUNT:	ORG	FUND	SUB-FD			
	9990	0001				
CALSTARS:	ORG SEC	FUND	FD-DTL			
	9990	0001				
******	*****	******	******		**********	*******
				GL ACCT/	GENERAL LEDGER	
CURRENT YEAR A	CCDIIAI C.			SUBSIDIARY	AMOUNT	BALANCE
GENERAL CAS				1110	314,885.48	
REVOLVING F				1130	26,364.03	
ACCOUNTS RE		THER		1319	920,279.57	
			/ A/R - OTHER	1600.1319	920,279.57-	
			REVOLVING FUND	1730.0602	28,000.00	
DUE TO OTHE				3114.0094	644.00-	
REIMBURSEME	NTS COLLEC	CED IN	ADVANCE	3420	120,436.00-	
UNCLEARED C	OLLECTIONS			3730	193,805.48-	
RESERVE FOR	PREPAID I	<b>TEMS</b>		5330.0602	28,000.00-	
TOTAL ACC	RUALS LESS	REVOLV	/ING FUND			0.00

							DEPART	MENT	OF A	IR QUA	LITY (	9990)	•						
							AUTO:	MATED	sco	YEAR-I	END REE	PORT							
								AS	OF	06/30/	10								
******	*****	****	*****	*****	*****	*****	*****	*****	****	*****	*****	*****	*****	*******	***	***	*****	***** PA	GE 15
APPROPRIA	TION A	DJUST	MENTS	AND ACCE	UALS:														
******		****		*****	*****	*****	*****	*****	****	*****	*****	*****	*****	*******	***	***	*****	******	*****
SCO ACCOUNT:	ORG		FUND	SUB-FD	EY	REF	CAT			PGM	ELEM	COMP	TASK	REV-ACCT	AΤ	CT			
	9990		0001		2010	001				10					D	C			
CALSTARS:	ORG	SEC	FUND	FD-DTL	EY	REF	CAT	OBJ	OD	PGM	ELEM	COMP	TASK	SOURCE	AT		FFY	APPN-SY	М
	9990		0001		2010	001				10					00		2010	100	
							GL ACC	 r /		DIIDGE	T/ADJU			RECEIPT/	,				
							SUBSIDIA	•			ANCE	51		DISBURSEME				BALANC	•
ACCT BALANCE P	ER STA	TE CO	NTROI.I	ER'S OFF	TCE RE	CORDS		11(1				58.00-		14,862,		39			1,132.61
REVERSE PY ADJ				LIK D OII	101 111	100100	•				,505,0	0.00		11,002,	0.			0,11	0.00
REVERSE PY ACC	RUALS											0.00			0.	00			0.00
APPLY: CURREN	T YEAR	ADJU	STMENT	S TO SCO	):														
DUE TO OTHER	FUNDS						3114.089	90		0.00				2,963.00			2,963.00		
TOTAL ADJU	STMENT	'S								0.00				2,963.00					2,963.00
APPLY: CURREN		ACCR	UALS:																
ACCOUNTS PAY							3010					0.00		1,267,				•	7,070.53
DUE TO OTHER							3115					0.00		1,385,				-	5,729.73
TOTAL ACCR												0.00		2,652,				2,65	2,800.26
PENDING BUDGET												0.00			0.				0.00
SCO ADJUSTED B												58.00-		17,518,				-	5,369.35
BALANCE PER CA	LSTARS									23	,303,6	58.00-	•	17,518,	288.	65		5,78	5,369.35
							1420					0.00			250.				0.00
FUNDED BY RE	TMDITD	CMCNT																	

CSTARDB3 9990 PRIOR FISCAL Y	-		, _	****	*****	*****	******										,	7/29/10 TIME:1	- • •
										-	ALITY								
							AUT				-END R	<b>EPORT</b>							
									AS OF	06/30	/10								
******	*****	****	*****	*****	*****	*****	******	****	****	****	*****	*****	*****	*******	****	***	*****	***** PAGE	20
APPROPRIA	TION A	DJUST	MENTS	AND ACCR	WALS:														
******	*****	****	*****	*****	*****	****	*****	****	****	*****	****	*****	*****	*******	****	***	*****	******	***
SCO ACCOUNT:	ORG		FUND	SUB-FD	EY	REF	CAT			PGM	ELEM	COMP	TASK	REV-ACCT	ΑT	CT			
	9990		0001		2010	001	90								F	C			
CALSTARS:	ORG	SEC	FUND	FD-DTL	EY	REF	CAT	OBJ	OD	PGM	ELEM	COMP	TASK	SOURCE	AT		FFY	APPN-SYM	
	9990		0001		2010	001									90		2010	801	
																		*****	
******	*****	****	*****	*****	*****	*****	*****	****	****	*****	****	*****	*****			***	*****	*****	***
							GL ACC	r/		BUDGE	T/ADJU	ST		RECEIPT/	,				
							SUBSIDI	ARY		ADV	ANCE			DISBURSEME	ENT			BALANCE	
ACCT BALANCE F				ER'S OFF	ICE RE	CORDS	S:			16	,883,1			9,962,				6,920,230	
REVERSE PY ADJ		ITS TO	SCO									0.00				00			.00
REVERSE PY ACC												0.00			0.	00		0	.00
				's TO SCO	):														
	T YEAR																		
GENERAL CASE			E IN T	RANSIT			1115					0.00			829.			65,829	
DUE FROM OTH							1410.00					0.00		296,163.95-			296,163		
DUE FROM OTH							1410.00					0.00		-	380.			63,380	
DUE FROM OTH	IER FUN	IDS					1410.00	44				0.00		80,	271.	33-		80,271	.33-
DUE FROM OTH	IER APP	'NS					1420					0.00		2,444,	264.	90-		2,444,264	.90-
DUE FROM OTE			NTAL F	NTITIES			1590					0.00			225.	00-		225	.00-
	ER GOV	ERNME.										0.00		2,950,	135.	81-		2,950,135	
DUE FROM OTH		ERNME																	.81-
DUE FROM OTE	RUALS											0.00				00			.81- .00
DUE FROM OTH DUE FROM OTH TOTAL ACCE	RUALS C REVIS	SIONS								16	,883,1			12,913,	0.	00			.00

REPORT NAME: SCO/CALSTARS Auto Year End Report REPORT NO: CSTARDB3

#### **SECTION 3:**

#### **GENERAL LEDGER ACCOUNT VERIFICATION:**

This information is used to verify that all account information is selected for the report. All selected account information is summarized by GL Account for comparison with the CALSTARS G02 report. The report can be used to identify the automated year-end transactions required when the Fund Level Accruals section of the DB3 is not balanced.

An example of the General Ledger Verification section of the Automated SCO Year-end Report is displayed on page III-D-31.

### **HEADER:**

**FUND** (number and name)

#### **BODY OF REPORT:**

**GL Acct**: GL number from D31 table. **Description**: GL title from D31 table.

**Debits**: Sum of financial amounts found in the Fund Level Accruals and Appropriation Adjustments and Accruals sections of the report for General Ledgers that normally have a Debit balance. If the sum is a credit balance (abnormal), a '-' is printed to right of the amount.

**Credits**: Sum of financial amounts found in the Fund Level Accruals and Appropriation Adjustments and Accruals sections of the report for General Ledgers that normally have a Credit balance. If the sum is a debit balance (abnormal), a '-' is printed to the right of the amount.

Total Fund: Sum of Debits column; sum of Credits column.

### Footnote D: Amounts Will Not Reconcile To G02 Once Auto YE TC's Post

After input of the automated transaction codes (TC 750 – TC 760), GL accounts 1400, 3110, 3400, and 5330 on the DB3 report may no longer reconcile to the G02 report.

### Footnote E: GL 55xx May Or May Not Reconcile To The G02 Report

The amount shown in Fund Balance (GL 55XX) in the DB3 GL Verification page will **not** necessarily agree with the G02 Post-closing Fund Balance report. The DB3 Report uses this account as a "balancing figure" to net the debits and credits depending on the other GL accounts displayed or not included, (i.e., GL 1730 Prepayments).

### Footnote F: Agencies Must Report Prepay To ARF (Auto Year End TC 750)

This footnote appears after agencies have posted automated year-end transaction code (TC 750) to report GL 1730 Prepayments to the ARF and GL 5330 Reserve for Prepaid Items (Subsidiary 0602).

REPORT NAME: SCO/CALSTARS Auto Year End Report REPORT NO: CSTARDB3

### **SECTION 3 (Continued):**

### **GENERAL LEDGER ACCOUNT VERIFICATION (Continued):**

### **SPECIAL NOTES (Continued):**

Report of Edit messages do not appear on the General Ledger Account Verfication.

When the DB3 is requested with an **N** or **T** report option, the General Ledger Account Verification is not produced.

Fund Balance is displayed as GL 55XX on the General Ledger Account Verification.

The GL Account Verification section contains only balances for the real GL accounts that represent accruals and adjustments to SCO, such as GL 1110 General Cash. It does **not** include accounts already recorded by SCO such as:

GL 1140 Cash in State Treasury

GL 1210 Deposits in SMIF

GL 1730 Prepayments to Other Funds or Appropriations

**Note**: Prepayments to the ARF (Subsidiary 0602) must be reported to SCO by posting TC 750.

GL 5330 Reserve For Prepaid Items

Nominal accounts (GL 8000 Revenue through GL 9891 Refunds to Reverted Appropriations)

Any other general ledger account that would not be reported on the manual year-end statement Report 1 - Report of Accruals (Forms 571 A, B).

GL 1600 Provision for Deferred Receivables will not reconcile to the G02 Post-closing Trial Balance Report if the transactions to record subsidiaries (TC 593s) were posted with incorrect amounts - see the G02 Subsidiaries on File section for related error messages. The TC 593 transactions must be corrected in order to balance to the G02 Report, and prior to transmitting the year-end data to SCO.

SCO DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Organization	None	Yes	No
Sub-fund/Fund Detail	None	Yes	No
GL Acct	None	N/A	No

\*\*\*\*\*\* RUN:07/29/10 TIME:10:07

DEPARTMENT OF AIR QUALITY (9990) AUTOMATED SCO YEAR-END REPORT

AS OF 06/30/10

*******	******	**************************************	L
GENERA	L LEDGER ACCO	UNT VERIFICATION:	
******	******	************************************	÷
FUND:	0001	GENERAL FUND	
*******	*****	***************************************	t

L ACCT	DESCRIPTION	DEBITS	CREDITS	
 1110	GENERAL CASH	314,241.48	0.00	
1130	REVOLVING FUND CASH	26,364.03	0.00	
1115	GENERAL CASH, REMITTANCE IN TRANSIT	65,829.80	0.00	
1190	CASH ON HAND	50.00	0.00	
1311	ACCOUNTS/REC - ABATEMENTS	204.00	0.00	
1312	ACCOUNTS RECEIVABLE - REIMBURSEMENTS	880.00	0.00	
1319	ACCOUNTS RECEIVABLE OTHER	920,279.57	0.00	
1400	DUE FROM OTHER FUNDS OR APPROPRIATIONS	6,848,694.78	0.00	Ι
1500	DUE FROM OTHER GOVERNMENTS	1,185.00	0.00	
1600	PROVISION FOR DEFERRED RECEIVABLES	0.00	920,279.57	
1710	EXPENSE ADVANCES	7,263.10	0.00	
1730	PREPAYMENTS TO OTHER FUNDS & APPROPRIATIONS	28,000.00	0.00	E
3010	ACCOUNTS PAYABLE	0.00	2,823,618.29	
3020	CLAIMS FILED	0.00	311,448.99	
3110	DUE TO OTHER FUNDS OR APPROPRIATIONS	0.00	11,190,981.11	Ι
3400	ADVANCE COLLECTIONS	0.00	120,436.00	Ι
3730	UNCLEARED COLLECTIONS	0.00	193,805.48	
5330	RESERVE FOR PREPAID ITEMS	0.00	28,000.00	Ι
55XX	FUND BALANCE	7,375,577.68	0.00	F
*TOTAL F	JND 0001	15,588,569.44	15,588,569.44	

FOOTNOTE D: AMOUNTS WILL NOT RECONCILE TO G02 ONCE AUTO YE TC'S POST

FOOTNOTE E: GL 55XX MAY OR MAY NOT RECONCILE TO THE G02 REPORT; REFER TO CPM VOLUME 7, CHAPTER IV-B FOR CLARIFICATION

FOOTNOTE F: AGENCIES MUST REPORT PREPAY TO ARF (AUTO YEAR END TC 750).

### **EXHIBIT III-D01**

REPORT NAME: **Document Report of Encumbrances,** 

**Obligations and Payables** 

REPORT NO: CSTARD01

**PURPOSE:** Provides information to assist in monitoring the status of individual liabilities.

**DESCRIPTION:** The D01 Report displays Document File records for the following General Ledgers:

3010, 3040, 3110, 3210, 3220, 3290, 3730, 6150 and 6170. See the D05 Report for

GL 3020.

## **REPORT REQUEST OPTIONS:**

Report Period:

CM, PM or PY FM: Not Applicable P:

Level of Detail:

Index (I) Program (P) 0-No Organization 0-All Records

1-Section 1-Project 2-Work Phase

Object/Source (O/S)

Not Applicable

Fund (F) 1-Fund

2-Fund Detail

**Fund Selection:** Blank (all Funds) or any valid Fund

**GLAN Selection:** Blank (all GLs), 3010, 3040, 3110, 3210, 3220, 3290, 3730, 6150 or 6170

Additional Report Selection Options:

Enter the Index or range of Indexes. Leave blank for all Indexes. **Index Range:** 

Enter the PCA or range of PCAs. Leave blank for all PCAs. PCA Range:

Enter the Object Detail or range of Object Details. Leave blank for all **OBJ Range:** 

Object Details.

**FFY Selection:** Enter the FFY or leave blank for all FFYs.

PRJ/WP Selection: Enter the Project and Work Phase independently, or a combination of

Project and Work Phase. Leave blank for all Project/Work Phases.

Destination Options: All available output media

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

Report Period FM: PM or PY

Level of Detail: All options available

Fund Selection: Blank only GLAN Selection: Blank only

Additional Report Selection Options: All selections and ranges – Blank only

REPORT NAME: Document Report of Encumbrances,
Obligations and Payables

REPORT NO: CSTARD01

### **FINANCIAL ELEMENTS:**

**Original Document:** The amount of funds encumbered or obligated by the original accounting transaction. Normal balance is a Credit.

**Adjustments:** Net of subsequent entries to increase or decrease the original document amount. Normal balance may be a Debit or Credit.

**Liquidations:** The amount that has been liquidated. For Encumbrances (6150) when a final payment is recorded, this amount is the sum of the original and adjustments columns. Normal balance is a Debit.

**Payments**: The actual expenditures or payments made against the document. For Encumbrances (6150), this may be more than the amount in the liquidations column. Normal balance is a Debit.

**Balance:** Calculated as the sum of Original Document, Adjustments, and Liquidations.

### **SPECIAL NOTES:**

If the requested Program level is 1 or 2, only documents with a Project are selected. (Project not blank.)

Obligations are not shown on a PY report.

Zero balance documents are excluded on a PY report.

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	Yes
Project	Level of Detail: P	Yes	Yes
Fund	Level of Detail: F	Yes	Yes
General Ledger	None	Yes	Yes
Subsidiary	None	Yes	Yes
Document Number	None	No	No
FFY	None	No	No
Program/Category	None	No	No

\*\*\*\*\*\* RUN:10/27/05 TIME:06.01

DEPARTMENT OF AIR QUALITY

### DOCUMENT REPORT OF OUTSTANDING ENCUMBRANCES, OBLIGATIONS AND PAYABLES

AS OF 09/30/05

SECTION :00

:0001 GENERAL FUND ENCUMBRANCES GENERAL LEDGER :6150

SUBSIDIARY :

DOCUMENT-SFX FFY PROC	GRAM/CAT	C-OB-DTL-AO EN	ORIGINAL DO	OC ADJU	STMENTS	LIQUIDATIONS PAYM	ENTS BALANCE
FD_I FS M REF INDX	PCA	PROJ WP DOC	DATE CR DATE	LP DATE	CL DATE	VENDOR-SFX	VENDOR NAME
CP053007-01 05		3-11-226 05	798.	.40	0.00	0.00	0.00 798.4
D 1 001 4016	40100	09-1	3-05 09-13-05	09-13-05		9999999999999 AUDIO GRAPI	
CP053007-02 05		3-23-346 05	1,800.	.00	0.00	0.00	0.00 1,800.0
D 1 001 4016	40100					9999999999999 AUDIO GRAPI	HIC SYSTEM
CP053009-00 05		3-11-226 05			0.00		0.00 938.1
D 1 001 2510	25100		5-05 09-26-05			9999999999999 GATEWAY PRO	
CP053012-00 05		3-29-436 05			0.00		
D 1 001 4018	40100		5-05 09-26-05			9999999999999 MARKETWARE	
DP042000-00 04		3-26-414 04			0.00		67.50- 63.5
D 1 001 2520	25200		08-18-04			9999999999999 ONE LEGAL,	
DP042001-00 04		3-26-414 04	-,		0.00	2,714.35-	
D 1 001 2520	25200			09-23-04		9999999999-99 ESQUIRE DE	
DP042004-00 04		3-23-345 04	161.			161.10-	
D 1 001 5430	54300		09-08-04			99999999999999999999999999999999999999	INC
DP042004-01 04		3-23-345 04	161.		0.00		
D 1 001 5410	54100		09-08-04			9999999999999 HONEYWELL	
DP042007-00 04		3-26-418 04				470.20-	
D 1 001 5430	54300		3-04 11-22-04			9999999999999 FIRST RESPO	
S0460002-00 04	10100	3-26-418 04			0.00	49,927.50- 49	
D 1 001 1010	10100		3-05 06-23-05		005 00	9999999999-99 ALTEC SYSTE	
S0460004-00 04	10100	3-26-418 04			225.00	-,	
D 1 001 1010	10100		3-05 06-23-05		0.00	99999999999999999999999999999999999999	
S0540016-00 05	25122	3-26-418 05			0.00		0.00 12,090.0
D 1 001 2510	25100		9-05 09-29-05		0.00	99999999999999999999999999999999999999	
S0550002-00 05 D 1 001 5460	E4600	3-26-418 05	400,000	10 03 05	0.00	27,800.55- 27	7,800.55- 372,199.4
ע ב ע ד ע ד ט ד ט ד ט	54600	07-2	7-05 07-27-05	TO-03-05		9999999999999 CENTRAL TRU	JST BANK

### **EXHIBIT III-D02**

REPORT NAME:	Aged Revolving Fund Advances	REPORT NO: CSTARD02
PURPOSE:	Provides information to help monitor the status of out advances to employees and vendors.	standing Office Revolving Fund
DESCRIPTION:	The report displays Fund 0998 Document File record aging columns. This report can help agencies collect Revolving Fund Advances as required by SAM. The employee advances for compliance with IRS Tax law	or clear outstanding Office report can also help review

### REPORT REQUEST OPTIONS:

### **Report Period:**

**FM:** CM, PM or PY P: Not Applicable

### Level of Detail:

Index (I)Program (P)Object/Source (O/S)Fund (F)0-No Organization0-Sort by VendorNot Applicable1-Fund1-SectionNumber2-Fund Detail

1-Sort by Document

Number

Fund Selection: Not Applicable

**GLAN Selection:** Blank (all GLs), 1190, 1710, 1712 or 1714

Additional Report Selection Options: Not applicable

Destination Options: All available output media

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

Report Period FM: PM or PY

Level of Detail: All options available

GLAN Selection: Blank only

## **FINANCIAL ELEMENTS:**

The following General Ledgers are displayed:

- 1190–Cash On Hand (ORF disbursements to establish petty cash)
- 1710–Expense Advances
- 1712-Travel Advances
- 1714-Salary Advances.

Depending upon the length of time the document has been outstanding, the document balance is displayed in one of five aging columns:

- 0-30 days
- 31-60 days
- 61-90 days
- 91-120 days
- Over 120 days.

REPORT NAME: Aged Revolving Fund Advances REPORT NO: CSTARD02

## **FINANCIAL ELEMENTS (Continued):**

**Document Balance:** Calculated as the sum of Original, Adjustments and Liquidations. Normal balance is a Debit.

## SPECIAL NOTES:

The aging is based upon a calculation of the number of days between the original accounting transaction Document Date (or Create Date if Document Date is not present) and the report "As Of Date".

If the requested **Index** level is **1**, the report sorts records by Section from the IC Table when Index is present. Agencies do not have to perform Section General Ledger accounting in order to have documents sorted by Section on this report.

If the requested **Fund** level is **2**, the report sorts records by the Fund Detail code in the information segment of the record. Agencies do not have to perform Appropriation Fund Detail accounting in order to have documents sorted by Fund Detail on this report.

### REPORT SORT:

When the requested Program level is 0:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	No
Fund	Level of Detail: F	Yes	No
FFY	None	Yes	No
General Ledger	None	Yes	Yes
Employee Number	Level of Detail: P	No	No
Document Number	Level of Detail: P	No	No

When the requested Program level is 1:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	No
Fund	Level of Detail: F	Yes	No
FFY	None	Yes	No
General Ledger	None	Yes	Yes
Document Number	Level of Detail: P	No	No
Employee Number	Level of Detail: P	No	No

REPORT NAME: Accounts Receivable Aging Report REPORT NO: CSTARD03

### FINANCIAL ELEMENTS:

The outstanding balance for each receivable document is displayed in one of the following aging columns:

- 0-30 days
- 31-60 days
- 61-90 days
- 91-120 days
- Over 120 days (items over 365 days marked with '&' to the right of the column).

**Document Balance:** Calculated as the sum of Original, Adjustments and Liquidations. Normal balance is a Debit.

### **SPECIAL NOTES:**

The aging is based upon a calculation of the number of days between the original accounting transacton Document Date (or Create Date if Document Date is not present) and the report "As Of Date". Document Date and Create Date are not displayed on the report.

Dollar amounts up to \$9999999,999.99 can be displayed in each column and in all 'Total' lines. However, note that some commas have been dropped to provide the necessary space.

The GL totals should reconcile to the G01 Report and agree with other document reports such as the Receivable Status Report (D04).

Vendor Number is displayed without Vendor Suffix.

If the requested Program level is 1 or 2, only documents with a Project are selected. (Project not blank.)

If the requested Fund level is 0, there is no sort or page break by Subsidiary.

Amounts in the "Over 120" column that are over one year old (365 days) are marked with an ampersand (&).

After the "Total Subsidiary" line, two additional Total lines display the dollar value in the "Over 120" column:

Total 120-365 Days Total Over 365 Days

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	Yes
Project	Level of Detail: P	Yes	Yes
Fund	Level of Detail: F	Yes	Yes
General Ledger	None	Yes <sup>1</sup>	Yes <sup>1</sup>
Subsidiary	None	Yes	Yes
Vendor Number	None	No	No
Document Number	None	No	No
FFY	None	No	No

<sup>&</sup>lt;sup>1</sup>Except at Fund Level 0

CSTARD03 9990 (DEST: AA SPEC) PM, ,1,0,0,1,0001,1400, \*\*\*\*\*\* RUN:10/27/05 TIME:06.01

DEPARTMENT OF AIR QUALITY

ACCOUNTS RECEIVABLE AGING AS OF 09/30/05

SECTION: 00

FUND: 0001 GENERAL FUND

DUE FROM OTHER FUNDS OR APPROPRIATIONS GLAN: 1400

SUBSIDIARY:00010000 DUE FRM GEN FD

VENDOR	VENDOR			-		AGED	BALANCE IN DAYS		
NAME	NUMBER	DOC-SFX	FY	SOURCE AS	0-30	31-60	61-90	91-120	OVER 120
sco		POL200501	05	991913-28	7,000.00	0.00	0.00	0.00	0.00
DEPT OF CORREC		SPP20050-02	05	580200	5,000.00	0.00	0.00	0.00	0.00
CORRECTIONS		TR031111-48	03	991913-14	0.00	0.00	0.00	0.00	200.00
CORRECTIONS		T0302-10-18	03	991913-14	0.00	0.00	0.00	0.00	50.00
CORRECTIONS		T0304-11-96	03	991913-14	0.00	0.00	0.00	0.00	200.00
FORESTRY & FIR		T0308-10-37	03	991913-14	0.00	0.00	0.00	0.00	100.00
CORRECTIONS		T0308-11-88	03	991913-14	0.00	0.00	0.00	0.00	400.00
EDUCATION		T0309-10-22	03	991913-14	0.00	0.00	0.00	0.00	50.00
*TOTAL SUBSIDIA	RY				12,000.00	0.00	0.00	0.00	1,000.00
TOTAL 120-3									1,000.00
TOTAL OVER		• •							0.00
*TOTAL GENERAL	LEDGER 14	UU			12,000.00	0.00	0.00	0.00	1,000.00

### **EXHIBIT III-D06**

REPORT NAME: **Document Report by Appropriation REPORT NO: CSTARD06 PURPOSE:** Provides information for monitoring the status of ALL documents by their appropriation classification, and some documents with no appropriation classification such as ORF advances and Account Receivables-Other. **DESCRIPTION:** This report includes all Document File records, including those that are not normally

supported in the Document File. See D16 Report also.

#### REPORT REQUEST OPTIONS:

Report Period:

FM: CM, PM or PY Not Applicable P:

Level of Detail:

Index (I) Program (P) Object/Source (O/S) Fund (F) Not Applicable Not Applicable Not Applicable 1-Fund 2-Fund Detail

**Fund Selection:** Blank (all Funds) or any valid Fund

GLAN Selection: Blank (all GLs) or any valid GL

Additional Report Selection Options:

**Index Range:** Enter the Index or range of Indexes. Leave blank for all Indexes.

PCA Range: Enter the PCA or range of PCAs. Leave blank for all PCAs.

Enter the Object Detail or range of Object Details. Leave blank for all **OBJ Range:** 

Object Details.

FFY Selection: Enter the FFY or leave blank for all FFYs.

PRJ/WP Selection: Enter the Project and Work Phase independently, or a combination of

Project and Work Phase. Leave blank for all Project/Work Phases.

Destination Options: All available output media

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

Report Period FM: PM or PY

Level of Detail: All options available

Fund Selection: Blank only **GLAN Selection:** Blank only

Additional Report Selection Options: All selections and ranges – Blank only

REPORT NAME: Document Report by Appropriation REPORT NO: CSTARD06

### **FINANCIAL ELEMENTS:**

**Original Document:** The amount of the document established by the original accounting transaction. Normal balance is a Debit for Receivables and a Credit for Payables.

**Adjustments:** Net of subsequent adjustment entries to increase or decrease the original document amount. Normal balance may be either a Debit or a Credit.

**Liquidations:** The amount of liquidations (collections/payments) made against the document. After final liquidation of encumbrances, this amount equals the sum of the Original Document and Adjustment columns. Normal balance is a Credit for Receivables and a Debit for Payables.

**Payments:** The actual payments recorded against the document. For encumbrances, this may exceed the amount shown in the Liquidations column. For most other documents this amount is the same as shown in the Liquidations column. Normal balance is a Credit for Receivables and a Debit for Payables.

**Balance:** Calculated as the sum of Original Document, Adjustments and Liquidations. Normal balance is a Debit for Receivables and a Credit for Payables.

#### **SPECIAL NOTES:**

PY reports exclude zero balance documents.

If a document is set up and brought to a zero balance in the same fiscal month, it is on the specific fiscal month report, but not on subsequent reports (it is purged at the end of the fiscal month).

"Reference" is shown in the header as an AS Table look-up field. It is not used for sorting records on the report.

PM reports exclude documents with a zero balance when the "Document Create Date" (Month and Year) is greater than the report "As Of Date".

Several Transaction Codes that post to the Document File require input of GLANs for the Document File record. When a GLAN is entered that is not normally supported in the Document File, it appears on this report.

Obligations are not shown on a PY report.

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
ENY	None	Yes	Yes
Fund	Level of Detail: F	Yes	Yes
Appropriation Sym	None	Yes	Yes
Program/Category	None	Yes	Yes
General Ledger	None	Yes	Yes
Subsidiary	None	Yes	Yes
Document Number	None	No	No

### **EXHIBIT III-D12**

REPORT NAME:	REPORT NO: CSTARD12	
PURPOSE:	Lists documents that support the Encumbrances and Report.	Obligations column on the Q12
DESCRIPTION:	The Report lists Document File records for GLs 6150 than zero. Records are listed in the same sequence within that sequence by Document Number. (The total applicable Q12 Report line when requested at the same sequence)	as the Q12 Report and sorted als for a Category match the

### **REPORT REQUEST OPTIONS:**

# **Report Period:**

FM: CM, PM or PY

P: Blank=All Fiscal Years, C=Current Fiscal Year, P=Prior Fiscal Years

### Level of Detail:

Index (I)	Program (P)	Object/Source (O/S)	Fund (F)
0-No Organization	0-No Program	0-No Object	0-No Fund
1-Section	1-Program	1-Category	1-Fund
2-Sub-Section	2-Element	2-Object	2-Fund Detail
3-Unit	3-Component	3-Object Detail	4-Fund after Index
4-Sub-Unit	4-Task	4-Agency Object	5-Fund Detail
5-Sub-Sub-Unit	5-PCA		after Index
C Indov			

6-Index

Fund Selection: Blank (all Funds) or any valid Fund

**GLAN Selection:** Blank (6150 and 6170), 6150 or 6170

### **Additional Report Selection Options:**

**Index Range:** Enter the Index or range of Indexes. Leave blank for all Indexes.

**PCA Range:** Enter the PCA or range of PCAs. Leave blank for all PCAs.

**OBJ Range:** Enter the Object Detail or range of Object Details. Leave blank for all

Object Details.

**FFY Selection:** Enter the FFY or leave blank for all FFYs.

PRJ/WP Selection: Not applicable.

**Destination Options:** All available output media

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

Report Period FM: PM or PY

P: Blank only

Level of Detail: All options available

Fund Selection: Blank only GLAN Selection: Blank only

Additional Report Selection Options: All selections and ranges – Blank only

REPORT NAME:	Encumbrance and Obligation Documents	REPORT NO: CSTARD12
	Supporting the Q12 Report	

### **FINANCIAL ELEMENTS:**

**Original Document:** The amount established by the original accounting transaction. Normal balance is a Debit.

**Adjustments:** Net of subsequent adjustment entries to increase or decrease the document. Balance may be either a Debit or a Credit.

**Liquidations:** The amount of the liquidations posted to the document. After final payment of Encumbrances (GL 6150), this amount equals the total of the Original Document and Adjustments columns. Normal balance is a Credit.

**Payments:** The actual collections or payments made against the document. For Encumbrances, this column does not always equal the Liquidations column. Normal balance is a Credit.

**Balance:** Calculated as the sum of Original Document, Adjustments and Liquidations. Normal balance is a Debit.

### **SPECIAL NOTES:**

The Document File is not affected by Cost Allocation or Fund Split. Therefore, the Q12 Report **must** be requested with the GL 6150 option. Otherwise, the D12 Report and Q12 Report encumbrance difference represents allocated encumbrances.

When the report is requested with Fund Detail (Fund level is **2** or **5**), the Fund Detail code is used to sort the documents. Agencies do not have to indicate an Appropriation Control Indicator of **1** (Fund Detail Level) on the D23 table in order to have documents sorted by Fund Detail on this report.

When the requested Fund level is 4 or 5, Fund and Fund Source follow Organization in the sorting of records on the report.

The program and organization data displayed on the report is derived from the Document File record. The program and organization Document File Key data is not used for sorting purposes.

Documents with a zero balance are excluded from the report.

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
FFY	Report Period: P	Yes	Yes
Fund	Level of Detail: F	Yes	Yes
Fund Source	None	Yes	Yes
Organization Level of Detail: I		Yes	Yes
Program	Level of Detail: P	No	Yes
Category	Level of Detail: O/S	No	Yes
General Ledger	GL	No	No
Document Number	None	No	No

### **EXHIBIT III-D16**

REPORT NAME:	Document Report for SCO Reconciliation	REPORT NO: CSTARD16
PURPOSE:	Provides a detail listing of documents that support the is used to perform the SCO/CALSTARS monthly reco	•
DESCRIPTION:	Lists individual Document File records that are summ	narized on the DB1 Report.

### **REPORT REQUEST OPTIONS:**

**Report Period:** 

FM: CM, PM or PYP: Not Applicable

Level of Detail:

Index (I)Program (P)Object/Source (O/S)Fund (F)0-No OrganizationNot ApplicableNot Applicable1-Fund1-Section2-Fund Detail

Fund Selection: Blank (all Funds) or any valid Fund

GLAN Selection: Blank (all GLs) or any valid GL

**Additional Report Selection Options:** 

**Index Range:** Enter the Index or range of Indexes. Leave blank for all Indexes.

**PCA Range:** Enter the PCA or range of PCAs. Leave blank for all PCAs.

**OBJ Range:** Enter the Object Detail or range of Object Details. Leave blank for all

Object Details.

**FFY Selection:** Enter the FFY or leave blank for all FFYs.

**PRJ/WP Selection:** Enter the Project and Work Phase independently, or a combination of

Project and Work Phase. Leave blank for all Project/Work Phases.

**Destination Options:** All available output media

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

Report Period FM: PM or PY

Level of Detail: All options available

Fund Selection: Blank only GLAN Selection: Blank only

Additional Report Selection Options: All selections and ranges – Blank only

REPORT NAME: Document Report for SCO Reconciliation REPORT NO: CSTARD16

#### FINANCIAL ELEMENTS:

**Original Document:** The amount established by the original accounting transaction. Normal balance is a Debit for Receivables and a Credit for Payables.

**Adjustments:** Net of subsequent adjustment entries to increase or decrease the original document. The balance may be either a Debit or a Credit.

**Liquidations:** The amount of liquidations made against the document. Normal balance is a Credit for Receivables and a Debit for Payables.

**Payments:** The amount of collections/payments made against the document. Normal balance is a Credit for Receivables and a Debit for Payables.

**Balance:** Calculated as the sum of Original Document, Adjustments and Liquidations. Normal balance is a Debit for Receivables and a Credit for Payables.

### **SPECIAL NOTES:**

The report includes Document records for General Ledgers 1190, 1311 through 1315, 1319, 1330, 1340, 1380, 1400, 1500, 1710, 1730, 1740, 1750, 3010, 3020, 3040, 3110, 3210, 3220, 3290, 3730, 6150, and 6170. Document records are listed on this report for the specified General Ledgers **ONLY** when the document has an Appropriation Symbol.

Refer to the DB1 table for an explanation of system assigned SCO Type values and Document File record selection criteria.

When Reference is 980, the report shows 000.

When Account Type is **PR**, the Reference is followed by the FFY. When Account Type is **CA**, the report uses **99** for the program and "Clearing Account" as the program title.

Obligations are not shown on a PY report.

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Section	Level of Detail: I	Yes	No
Fund	Level of Detail: F	Yes	No
ENY	None	Yes	No
Reference	None	Yes	No
SCO Type	None	Yes	No
Account Type	None	Yes	No
Program/Category/	None	Yes	No
Source			
General Ledger	None	Yes	Yes
Document Number	None	No	No

### EXHIBIT III-D20

REPORT NAME: SCO Accounts Receivable (Over 180 Days) By Value Report

PURPOSE: Provides information to fill out Aging Report of Accounts Receivable for the SCO

DESCRIPTION: The report selects Document File records for GLANs 1311, 1312, 1313, 1314, 1315, 1319, 1320, 1330, 1340 and 1380 from the PY Document File. The balance for documents with a balance over 6 months old are summarized on the report in one of five value categories and a count of the number of documents in each category by fund is displayed. A total balance and count by fund is the last column of the report. Documents with net negative balances are excluded from this report. The report should be ordered after all FM 13 entries are done.

### REPORT REQUEST OPTIONS:

Report Period:

FM:CM, PY

P: Not Applicable

Level of Detail:

Index (I)Program (P)Object/Source (O/S)Fund (F)Not ApplicableNot ApplicableNot ApplicableNot Applicable

Fund Selection: Not Applicable.

**GLAN Selection:** Not Applicable.

**Additional Report Selection Options:** 

Index Range: Not Applicable.

PCA Range: Not Applicable.

**OBJ Range:** Not Applicable.

**PRJ/WP Selection:** Not Applicable. Not Applicable.

**Destination Options:** All available output media

E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:

Report Period FM: CM, PY

Level of Detail: Not Applicable Fund Selection: Not Applicable GLAN Selection: Not Applicable

Additional Report Selection Options: All selections and ranges – Blank only

REPORT NAME:	SCO Accounts Receivable (Over 180 Days) By	REPORT NO: CSTARD20
	Value Report	

### FINANCIAL ELEMENTS:

The sum of outstanding balances for each receivable document is displayed in one of the following columns based on the balance of the document:

- Under 500
- \$500.01 \$1.000.00
- \$1,000.01 \$7,500.00
- \$7,500.01 \$50,000.00
- Over \$50,000.00.

**Document Balance:** Calculated as the sum of Original, Adjustments and Liquidations. Normal balance is a Debit. Documents with Credit balances have been excluded from the calculation for this report.

### **SPECIAL NOTES:**

The content of the report will display balance as of 6/30 of the prior year but may be ordered after YEC. It should be ordered PY before YEC/YEO and CM after YEC/YEO

For all General Ledgers except documents over 2 years old in General Ledger 1319, the aging is based upon a calculation of the number of days between the original accounting transaction Document Date (or Create Date if Document Date is not present) and June 30th of the prior Fiscal Year.

For documents over 2 years old in General Ledger 1319, the aging column is determined by the Fiscal Year of the Document.

DATA FIELD SELECTION OPTIONS		PAGE-BREAK	SUB-TOTAL
Fund	None	No	No

REPORT NAME: SCO Accounts Receivable (Over 180 Days) By
General Ledger

REPORT NO: CSTARD21

#### **FINANCIAL ELEMENTS:**

The sum of outstanding balances for each receivable document is displayed in one of the following General Ledger columns:

- 1311 Abatements
- 1312 Reimbursements
- 1313 Revenue
- 1314 Operating Revenue
- 1315 Dishonored Checks
- 1319 Other
- 1320 Interest
- 1330 Loans
- 1340 Audit Exceptions
- 1380 Contingent
- 1400 Other Funds and Appropriations
- 1500 Other Governments

**Document Balance:** Calculated as the sum of Original, Adjustments and Liquidations. Normal balance is a Debit. Documents with Credit balances have been excluded from the calculation for this report.

### **SPECIAL NOTES:**

The content of the report will display balance as of 6/30 of the prior year but may be ordered after YEC. It should be ordered PY before YEC/YEO and CM after YEC/YEO

For all General Ledgers except documents over 2 years old in General Ledger 1319, the aging is based upon a calculation of the number of days between the original accounting transaction Document Date (or Create Date if Document Date is not present) and June 30<sup>th</sup> of the prior Fiscal Year.

For documents over 2 years old in General Ledger 1319, the aging column is determined by the Fiscal Year of the Document.

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Fund	None	No	No

#### DEPARTMENT OF AIR QUALITY

#### ACCOUNTS RECEIVABLE (180 DAYS OR MORE) BY GENERAL LEDGER AS OF 06/30/10

1400 OTHER FNDS/APP	TOTAL 13XX	1315 DIS CHECKS	1314 OP REVENUE	1313 REVENUE	1312 REIMB	1311 ABATEMENTS	
1500 OTHER GOVT		1380 CONTINGENT	1340 AUDIT EXCEP	1330 LOANS	1320 INTEREST	1319 OTHER	FUND
27,062.49	126,784.05	0.00	0.00	0.00	126,753.73	0.00	0001
0.00		0.00	0.00	0.00	0.00	30.32	
766,511.86	3,614.72	0.00	0.00	0.00	0.00	2,861.75	0044
0.00		0.00	0.00	0.00	0.00	752.97	
154,169.96	21,500.00	0.00	0.00	21,500.00	0.00	0.00	0649
0.00		0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0890
75,000.00		0.00	0.00	0.00	0.00	0.00	
39,936.21	6,130.42	0.00	0.00	0.00	0.00	0.00	918
0.00		0.00	0.00	6,130.42	0.00	0.00	
4.27	648.00	54.00	0.00	594.00	0.00	0.00	3095
0.00		0.00	0.00	0.00	0.00	0.00	
90,677.19	0.00	0.00	0.00	0.00	0.00	0.00	328
0.00		0.00	0.00	0.00	0.00	0.00	
180.90	7,192.29	0.00	0.00	0.00	0.00	0.00	329
0.00		0.00	0.00	7,192.29	0.00	0.00	
1,078,542.88	165,869.48	54.00	0.00	22,094.00	126,753.73	L 2,861.75	*TOTAI
75,000.00	,	0.00	0.00	13,322.71	0.00	783.29	